

NIJ

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- Format
- Process
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- Usage
- Spelling

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Questions?

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I. General Guidelines

Under the direction of Director Sarah V. Hart, NIJ has refocused and reformatted our publications. We are placing greater emphasis on (1) clear, concise writing (called plain language) and (2) the relevancy of findings for practitioners and policymakers. NIJ does not publish full details about findings; instead we refer new readers to professional journal articles based on the research or to final grant reports, which are available on the Internet at www.ncjrs.org.

Note: For help in preparing your final grant report, follow the *Publication Manual of the American Psychological Association*. This “Author Guidelines and Editorial Style” applies to products that go through NIJ’s publishing process and carry NIJ’s logo and the Department of Justice seal.

Below are the seven basic types of products available at NIJ. Each type is directed to a particular audience and color coded.

Color and Type	Audience	Length
 Blue: Research for Practice	Practitioners and their staff	3,000–5,000 words 20–30 manuscript pages 8–16 printed pages
 Yellow: Research for Policy	Policymakers and their staff	500–1,000 words 4–8 manuscript pages 2–4 print pages
 Purple: Research in Brief	Researchers and scholars; high-level policymakers, practitioners, and their staffs	4,000–6,000 words 32–40 manuscript pages 16–20 printed pages
 Green: <i>NIJ Journal</i>	High-level policymakers, practitioners, and their staffs	500–5,000 words 3–35 manuscript pages 1–5 printed pages
 Red: Science & Technology Report	Practitioners and policymakers	Varies with content (20 to 500 printed pages)
Special Report	Varies with content	Varies with content (20 to 500 printed pages)
Web-only document	Varies with content	Varies with content (20 to 500 printed pages)

Audience

NIJ recognizes the need to translate research for a nontechnical audience of readers at all levels—from the chief of police to street officers, from the elected State’s attorney to assistant district attorneys, from the governor to members of the governor’s task force on public safety.

The people who read NIJ materials are like the people who read *Newsweek*, the *Harvard Business Review*, and the *New York Times*. They are smart and busy. Many won’t know much about methodology or NIJ. They want accurate information that’s timely, quick to read, and helps them do their job better.

The Inverted Pyramid

NIJ editors follow the newspaper industry's inverted pyramid rule: We put the most important part of the story at the beginning. The introductory sentences tell the reader what the finding is, why it is significant, and its relevance to the field. Newspaper editors cut text from the end of the story because they know few people read all the way to the end. NIJ editors are less ruthless about space, but still follow the newspaper rule of thumb: Put the most important information at the beginning and cut from the end.

The manuscript you submit to your NIJ editor should be clear, concise, and well-structured. Headings, subheadings, lists, tables, graphs, and illustrations should be presented in such a way that a busy reader can scan the report and still get the main points.

The Process

On average, publications take 8 to 10 months to produce after the director approves the grant manager's request to publish the findings. Each document varies depending on length and issues that are unique to the document.

C Peer Reviews

All final reports and summaries submitted to NIJ are sent to an external peer review panel, whose comments are a major factor in NIJ's dissemination decision.

The peer review panel concentrates primarily on the substance of the research methodology and findings, but frequently addresses the editorial quality and the contribution to the field. Peer reviewers forward their comments to program managers who then help authors address concerns raised during the review period.

After the external and internal review, program managers propose a dissemination plan to the NIJ director who then authorizes NIJ's Communications Division to begin editorial and production work.

C Manuscript

After the director authorizes NIJ's Communications Division to begin work, an NIJ editor reviews the manuscript and assesses what needs to be done to prepare the manuscript for publication.

Working closely with the author and the program manager, the editor often rewrites sections of the manuscript to conform with NIJ's requirement to present research in plain language. Sometimes the author will redraft sections. Some reports require three or four drafts before the manuscript is ready for review by NIJ's director.

We strongly encourage authors to make all revisions at the manuscript stage because changes made at this point are least expensive and least time consuming.

C Laser

Once the director approves the manuscript, the report is laid out in pages. The author approves the page proofs (which NIJ calls lasers). Usually two sets of lasers are prepared (the initial laser and the final laser). Changes made at this stage are expensive and time consuming.

C Camera-Ready

When all revisions are complete, the document is prepared for the printer. Changes at this stage are very expensive and time consuming.

Questions?

Contact your editor or Jolene Hernon, Publications Manager, NIJ, Communications Division, 810 Seventh Street, N.W., Washington, DC 20531; jolene.hernon@usdoj.gov; 202–307–1464; fax 202–307–6256.

Citation Style

NIJ follows the conventions in the *United States Government Printing Office Style Manual* (2000 ed.) and *Chicago Manual of Style* (14th ed.). We use endnotes rather than footnotes, and we do not use the APA style of embedded text references (e.g., Wilson, 1995) with a list of citations at the end of the document. See Part II, Editorial Style, for more details.

Author Information

Bio. All NIJ-published materials carry a one- or two-sentence biography with the author's current affiliation; e.g., "John Mills, Ph.D., is a research associate with the National Research Institute; James White, Ph.D., is with the Department of Criminal Justice at Northeastern University. His recent book, *Insert the Title*, is forthcoming from Sage Press."

Contact information. Editors need your complete contact information, including the college/university department name, street address, room/office number, telephone and fax numbers, and e-mail address.

II. Editorial Style

General Style Rules

The following guidelines are based on the *GPO Style Manual* (2000 ed.) and the *Chicago Manual of Style* (14th ed.). These guidelines are not comprehensive, and they differ from the published guides in certain important particulars. Exceptions are noted, as are points that may be hard to remember or to find. Refer to *Chicago* for questions regarding references and documentation and for clarification of matters on which *GPO* is silent or unclear.

Abbreviations

Abbreviations and initials of personal names that are followed by periods are set without spaces (i.e., U.S., A.B. Carter).

Abbreviations of contractions and initials or numbers retain a space (S. 116, *op. cit.*).

Use periods for D.C. (except in addresses and citations in notes, bibliographies, and references), U.S., and U.N., but not with acronyms for Federal and State agencies or departments (e.g., FBI, FTC, DOJ).

Acronyms

On first use, define an acronym and place it in parentheses after the full term. The full term can be used thereafter as needed as a reminder to the reader.

Do not use an article in front of an acronym used as a noun, unless the usage is generally accepted (e.g., the FBI, the CIA, the IRS, *but* DOJ, NIJ, BJS, ONDCP, EPA, BOP, CDC).

Addresses

Spell out street, avenue, building, etc., except in notes, exhibits, and lists.

Use two periods with N.W. or S.E. (do not abbreviate north, south, east, or west).

Do not use periods in DC in addresses.

Use the following guidelines for electronic and Internet addresses:

Always include <http://> in World Wide Web addresses. If Web or e-mail addresses have to be broken, e.g., at the end of a line, do so only at a natural break (period, slash). Do not add hyphens when breaking addresses.

Capitalization

Do not capitalize prepositions in titles, including “to” as part of an infinitive, unless they have more than three letters:

Convicted by Juries, Exonerated by Science
Police Integrity: Public Service With Honor
Policing Neighborhoods: A Report From St. Petersburg
Battered Women and Their Children

Capitalize terms such as Agency, Bureau, Center, Department, Institute, or Office as part of a proper name or when referring to a Federal or international entity.

Lowercase text references to elements of a document (e.g., chapter 1, note 2, exhibit 5, appendix A).

Lowercase the “s” in “see” (i.e., see exhibit x) within a sentence; uppercase it if stands as a separate sentence (See exhibit x.), such as when it is used after a lengthy and/or complex sentence. Note that the final period then goes inside the parentheses.

Capitalization Guidelines

Congress, *but* congressional, congressionally

United States Constitution, *but* State constitution

e-mail in text; capitalize E-mail in an address/telephone list

Federal, State (when referring to U.S. or Native American tribal States), Territory, *but* federally, statewide, territorial

Federal Government, U.S. Government, *but* State and local government

Nation (United States), Cherokee Nation, Navajo Nation, *but* French nation, national and nationwide

Web site

ZIP Code

Compounding and Unit Modifiers (u.m.)

Use a hyphen between words or abbreviations of words (high-level decision; NIJ-sponsored study) combined to form a unit modifier immediately preceding the word modified, unless the meaning is clear and readability is not aided by using the hyphen (e.g., high school student). Do not hyphenate predicate adjective or adverb phrases. *Example:* full-time employee, *but* employed full time.

Do not hyphenate a two-word unit modifier when the first word is an adverb that ends in ‘ly’ (congressionally chartered group) or when a word is a comparative or superlative (lower income group, highest level decision). *But*, low-income group, high-level decision.

Hyphenate numerical compounds that are unit modifiers, whether or not the first element is a figure. *Examples:* 5-year program, three-story building, *but* for 5 years.

Hyphenate noun phrases and unit modifiers relating to age, *but* not predicate adjectives. *Examples:* 18-year-old offender, an 18-year-old, *but* 18 years old.

Exhibits

For ease of reference, use “exhibit” for tables, figures, and charts.

Geographic Terms

Spell out United States when used as a noun, as an official (United States Code) or legal title (United States Steel Corp.), or as part of a case name (*United States v. Smith*). Abbreviate when used as an adjective (U.S. Department of Justice, U.S. Congress, *but* Executive Office for United States Attorneys).

Spell out State names in text, *but* use the postal abbreviation in addresses (Charleston, South Carolina; *but* Charleston, SC 20700). Exception: Washington, District of Columbia, is written Washington, D.C., in text. Well-known cities (e.g., New York, Los Angeles, San Francisco) can be written without the State as long as no confusion will result.

Italics

Do not italicize foreign words (unless they are Latin legal terms—see *GPO* (2000) 11.2–11.5, p. 177). Italicize case names, but not the *v.* (*United States v. Smith*).

Numbers

Spell out numbers one through nine except for units of measurement, degrees, decimals, money, percentages, or proportions; use figures for 10 and above. The ordinals first through ninth are also spelled out. *Examples:* first floor, Seventh Street.

Chapter and exhibit references in text use numerals (as do, with rare exceptions, the chapters and exhibits themselves). *Example:* chapter 7.

Use figures for units of time (age, clock, dates), except for century/ies and decade/s (1 day, 2 months, 4 fiscal years, *but* five decades). Write time of day as follows: 8 a.m., 8:30 p.m.

Use figures to denote percentages. Write out *percent* in text; use the % symbol in exhibits.

Fractions standing alone or followed by *of a* or *of an* are generally spelled out (three-fourths of an inch, a quarter of a mile). Don't mix percentages and fractions (20 percent of the men and three-fourths of the women).

Ciphers should always be used with decimals as per *GPO* 12.9d (e.g., 0.012 rather than .012).

Use en dashes between groups of numbers such as a page range (pp. 25–26), a range of years (1995–99), a telephone number (800–851–3420), or a nine-digit ZIP Code (20849–6000).

When referring to a fiscal year or to a continuous period of 2 or more years, use only the last two digits of the second year (1997–98, 1985–94) unless there is a change in century or to avoid three or more zeros together (1999–2001, 2000–2005, *but* 2000–11). If both years have a zero as the third digit, use only the last digit of the second year (2005–8).

Spell out “to” when using “from” (from 1995 to 1996), and spell out “and” when using “between” (between 1963 and 1966). In neither case is the second year shortened.

\$1 million, *but* \$4,473,000 (not \$4.473 million; if rounding, \$4.5 million).

Photographs

If you submit photos, please provide contact information for the photographers. NIJ will arrange to get photo permission and correct crediting information.

Pullquotes

Pullquotes, which can be paraphrased or a shortened version of body text, are used with some publications to add design interest and to draw readers' attention to text highlights. Pullquotes are usually developed by the editor at the time a document goes to graphics for production; however, the author is encouraged to provide suggested pullquotes (generally one per page).

Usage

Fewer than/less than. “Fewer than” refers to objects that can be counted (fewer than 25 cities); “less than” is used for qualitative objects (less than 25 percent).

Percent/percentage. When a number appears in a sentence, use percent; when no specific number is mentioned, use percentage.

Staff. Staff takes a plural verb form (NIJ staff are reviewing. . .).

Although. Use instead of “while,” unless you are talking about a period of time.

Compared to/compared with. Use compared *to* to point out resemblances, often unexpected, between essentially dissimilar objects; use compared *with* to point out differences, often unexpected, between essentially similar objects.

Country. When referring to the United States, use “Nation.”

Over. Use “more than” when talking about quantity.

Punctuation

Apostrophe. Use only to indicate possession, not to form the plural/contraction of a figure, symbol, or combination of letters (1920s, OKs, BTUs, YMCAs). NIJ differs from *GPO* on using apostrophes in county names (e.g., Prince George’s County).

Follow the pronunciation when forming a possessive for a word ending in “s.” Harris’s house, *not* Harris’, *but* Chalmers’ house, *not* Chalmers’s. The “s” is omitted in a possessive if including it would create three “s” sounds in succession; for example, in Jesus’ name, for goodness’ sake, Texas’.

Comma. Use serial commas with three or more items used with *and*, *or*, or *nor* (red, white, and blue). *Exception:* Leave out the comma if an ampersand is used instead (Barter, Biddles & Brower).

Use a comma before and after explanatory phrases, appositives, and identifiers (after a State when using a city and State, such as “In Newark, New Jersey,”) and in a complete date within a sentence (“on May 1, 1995,”). Do not use a comma if only writing the month and year (June 1994).

A comma after an introductory clause of three words or fewer is optional unless a date ending the clause is followed by a number (“In June 1994, 123 juveniles were arrested . . .”) or unless the sentence would be misread without the comma.

Quotation marks. Place periods and commas inside quotation marks. Colons, semicolons, question marks, and exclamation points are placed outside quotation marks unless they are part of the material being quoted.

Quotation marks are not necessary for nonliteral terms that have a commonly accepted meaning in the criminal justice field (e.g., hot spot, broken windows). When quotation marks are used, they should be used only the first time the term is used.

Semicolon. Use a semicolon to separate a complex series of major elements when those elements also contain commas (“the country’s resources consist of large ore deposits; lumber, waterpower, and fertile soils; and a strong, rugged people”). Do not use a semicolon when a comma will suffice.

Quoted Material

Quoted material exceeding 10 lines should be set off in a left-indented paragraph introduced by a colon and followed by the note number or citation.

Spacing

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle: 3 m, 25 EC, *but* 33E15'21' (GPO rule 9.56).

Symbols

Symbol sequence (GPO rule 15.14) is as follows: asterisk (*), dagger (†), double dagger (‡), and section mark (§).

Notes and References

NIJ prefers endnotes to reference lists. On long documents, however, such as Special Reports or Science and Technology Reports, references may be use instead of or along with endnotes.

Endnotes and bibliographic entries have basically the same format, with two differences: Notes often include page numbers while bibliographic entries do not. Also, almost all note components are set off by commas and almost all bibliographic components are set off by periods.

For a shorter work or for a Special Report by a single author, endnotes should generally be consolidated at the end of the document and listed sequentially (not by chapter or section). Endnotes may appear at the end of each chapter of multiauthor works.

Notes to exhibits should be placed at the bottom of the exhibit. If an exhibit has only one note, use an asterisk to designate it; if it has more than one, see “Symbols.”

Notes to sidebars should be placed at the end of the sidebar. If a sidebar has more than one note, use letters of the alphabet to designate notes.

Books

Notes. Author (last name, first name), *Title in Italics*, Place of publication: Publisher, year of publication: page number(s) cited. **Note that in all NIJ citation forms, a space appears between a colon and page number(s) following a colon.**

Example:

Jones, John, *History of Criminology*, New York: Houghton Mifflin, 1992: 10.

References. Author (last name, first name). *Title in Italics*. Place of publication: Publisher, year of publication.

Example:

Jones, John. *History of Criminology*. New York: Houghton Mifflin, 1992.

Electronic Sources

Styles for citing electronic sources are still in flux. These guidelines are based on styles for citing electronic sources used by the American Psychological Association, the Modern Language Association, the Library of Congress, and the International Standard Organization, whose style is supported by *Chicago*.

Follow the style for the type of publication, such as a chapter in a book or an article in a journal. Include the “retrieved” statements below, which are loosely based on APA’s August 9, 1999, online revision of the fourth edition of its style guide. APA and MLA do not require a retrieval or access date when the source is a CD-ROM.

CD-ROM databases. Retrieved [month, day, year] from [source] database [name of database], CD-ROM, [release date if applicable], [item number if applicable].

Example:

Federal Bureau of Investigation. *Encryption: Impact on Law Enforcement*. (March 1998). Retrieved from SIRS database SIRS Government Reporter, CD-ROM, fall 1998 release.

Online databases. Retrieved [month, day, year] from [source] online database [name of database], [item number if applicable].

Examples:

Bowles, Martin. “The Organization Man Goes to College: AT&T’s Experiment in Humanistic Education, 1953–1960.” *The Historian* 61 (1998):15–17. Retrieved January 2, 1999, from DIALOG online database #88, IAC Business A.R.T.S., Item 04993186.

Davis, Thomas. “Examining Educational Malpractice Jurisprudence: Should a Cause of Action be Created for Student-Athletes?” *Denver University Law Journal* 69 (1992): 57. Retrieved August 31, 1999, from WESTLAW online database, 69 DENU LR 57.

Web-based databases. Retrieved [month, day, year] from [source] database [name of database], [item number if applicable] on the World Wide Web: [URL].

Example:

Schneiderman, Ronald. “Librarians Can Make Sense of the Net.” *San Antonio Business Journal* 11 (1997) (31): 58. Retrieved January 27, 1999, from EBSCO database, Masterfile, on the World Wide Web: <http://www.ebsco.com>.

Electronic correspondence. Cite electronic correspondence from bulletin boards, e-mail messages, and discussion groups as personal communications in the reference list:

Example:

S.T. Smith, personal communication, July 18, 1999.

Periodicals

Notes. Author (last name, first name), “Title of Article in Quotation Marks (initial cap all words except articles and most prepositions),” *Title of Periodical in Italics* (no comma) volume number (month and year of publication in parentheses): page number(s) cited.

Example:

Jones, John, “Crime in the Community,” *Journal of Crime* 10 (June 1992): 3–4.

If no volume number is given, omit this item after the periodical title; e.g., *Crime* (June 1992): 3–4.

If the issue number is given, it is placed in parentheses after the volume number; the month and year of publication is placed in parentheses after the issue number.

Example:

Jones, John, “Crime in the Community,” *Journal of Crime* 10 (2) (June 1992): 3–4.

Citations to newspaper articles are as follows: Author (last name, first name) (if known), “Title of Article in Quotation Marks (initial cap all words except articles and most prepositions),” *Title of Newspaper in Italics*, date of newspaper, page (including section).

Examples:

Jones, John, “Crime in the Community,” *Washington Post*, June 10, 1992, B1.

Editorial, “Crime in the Community,” *Washington Post*, June 10, 1992, A22.

References. Author (last name, first name). “Title of Article in Quotation Marks (initial cap all words except articles and most prepositions).” *Title of Periodical in Italics* (no comma) volume number (month and year of publication in parentheses): page numbers of article.

Example:

Jones, John. “Crime in the Community.” *Journal of Crime* 10 (June 1992): 3–12.

Citations to newspaper articles are as follows: Author (last name, first name) (if known). “Title of Article in Quotation Marks (initial cap all words except articles and most prepositions).” *Title of Newspaper in Italics*, date of newspaper, page (including section).

Examples:

Jones, John. “Crime in the Community.” *Washington Post*, June 10, 1992, B1.

Editorial. “Crime in the Community.” *Washington Post*, June 10, 1992, A24.

Series

Notes. Author (last name, first name), *Title of Publication in Italics*, Title of Series in Initial Caps (except for articles and most prepositions), volume and number, Place of publication: publisher, year of publication: page number(s) cited.

Example:

Chapman, Jefferson, *Parental Care*, Illinois Biological Monographs, vol. 22, Champaign: University of Illinois, 1975: 13–14.

References. Author (last name, first name). *Title of Publication in Italics*. Title of Series in Initial Caps (except for articles and most prepositions), volume and number. Place of publication: publisher, year of publication.

Example:

Chapman, Jefferson. *Parental Care*. Illinois Biological Monographs, vol. 22. Champaign: University of Illinois, 1975.

NIJ and other government series. NIJ and other government series should follow the same format as other series, except the month should be given with the year of publication and the NCJ number should be given at the end of the citation. Note also in the following example how the publisher is cited. The example is a note.

Example:

Visher, Christy A., *Pretrial Drug Testing*, Research in Brief, Washington, DC: U.S. Department of Justice, National Institute of Justice, September 1992, NCJ 137057.

Please note that Government Printing Office is not to be named as the publisher and that both the Government Office and Department/Agency are to be named.

Unpublished Documents

See *Chicago Manual of Style*, 14th ed., 15.270 and 15.272.

Notes. Use commas: Rose, Dina R., and Todd R. Clear, “A Thug in Jail Can’t Shoot Your Sister: Incarceration and Social Capital,” paper presented to the American Sociological Association, New York, August 13, 1997, 25.

References. Use periods: Rose, Dina R., and Todd R. Clear. “A Thug in Jail Can’t Shoot Your Sister: Incarceration and Social Capital.” Paper presented to the American Sociological Association, New York, August 13, 1997.

Documents Available From NCJRS

Documents available from NCJRS through photocopy or interlibrary loan are treated as unpublished documents; NCJRS is considered a distributor, not a publisher. Citations of such documents, however, should include the grant number, if applicable, and should always both reference NCJRS as the information service and provide the NCJ or ACCN number.

Garner, J., T. Schade, J. Hepburn, J. Fagan, and J. Buchanan. “Understanding the Use of Force By and Against the Police.” Final report for National Institute of Justice, grant number 92–IJ–CX–K028. Washington, DC: National Institute of Justice, 1995. NCJRS, NCJ 158614.

Repeating a Citation

In notes, if the source is the same as the previous note, use *Ibid.* with a comma and a page number; e.g., *Ibid.*, 3.

If the source has been given a full citation earlier (two or more notes previously) in the notes, use author's last name, title of book or document or article, and the page number. Here are some examples:

Jones, "Crime in the Community," 5. (an article in a periodical)

Visher, *Pretrial Drug Testing*, 2. (a document in a series; the same style would apply to a book)

Author Issues

If there are multiple authors, the first author should be listed last name first, but the other(s) should be listed first name first; e.g., Winterfield, Laura A., and Sally T. Hillsman.

If there are no authors, only editors, the editors go in the author slot; e.g., Jamieson, K.M., and T.J. Flanagan, eds. (Editors are often referred to by the first and middle initials only.)

If an agency or institution is both the author and publisher, use both; e.g., Federal Bureau of Investigation, *Uniform Crime Reports*, Washington, DC: U.S. Department of Justice, Federal Bureau of Investigation, 1984.

Special Issues

Chapters in a book. In a case in which a chapter has an author and the book has editors, use this note format:

Author (Last name, first name), "Title of Chapter in Quotation Marks," in *Title of Book in Italics*, ed. editors' names (first names first), Publication place: publisher, year of publication: page numbers cited (or if in reference list, all page numbers of chapter).

Example:

Smith, Robert, "Crime and the Cities," in *A Review of Criminal Justice*, ed. Ellen Tomes and Edward Bock, New York: Wiley, 1990: 25–26.

Note that in this format, the singular "ed." precedes the names of the editors. If the abbreviation for editors follows the names, it is plural; i.e., eds. (See "Author Issues.")

Several citations in one endnote. Separate each citation by semicolons. If the items have been previously cited, they can be cited as: See Jones, "Crime," 3; Miller, "Jails," 5; and Thomas, *Prisons*, 6.

III. Checklist and General Tips

Checklist

Did you include everything?

- ' Contact information for all authors.
- ' Complete author bylines and bio text.
- ' Grant number.
- ' Hard copies of all materials delivered electronically.
- ' Complete citations for all references.

General Tips

Don't embed—link

If you cannot manipulate an image in your word processing file, chances are others will not be able to either. If the image cannot be edited, it will have to be recreated. When importing graphics from other formats, make sure to link the object and provide the source file for the object. (Most software applications have information on the subject. Key words to use when accessing the help function include embedding, linking, source files, graphics, and OLE objects.)

Test the file

Can others open and manipulate it? When in doubt about compatibility or use of the files you will be providing, run a test. E-mail files to a computer that is not on the same network as yours and open the file and every element in the file (e.g., charts, boxes, etc.). If you hit a firewall, your file is too big; if you cannot open every element and access data points and you get error messages (e.g., "The OLE object could not be created," or "Source file unavailable"), then others will have problems with your files.

Tips for Graphic Elements

Simplify

Minimize the number of items in your exhibits. Images are meant to enhance the message, and simpler images do this most effectively.

Make sure others can manipulate your files

Be sure an artist can open and work with your maps, charts, and illustrations.

Use titles

Give your charts, tables, and graphs titles and numbers.

Provide data points

Include all data points and a hard copy of your charts, tables, and graphs.

Credit photographs

Include copyright and credit information, photo release, and caption.

Tips for Software

Postscript

Avoid postscript files unless they are already in the highest resolution. If postscript is the only option, call your editor for guidance.

pdf files (Adobe Acrobat)

These should be in the highest resolution possible. Editors and artists cannot manipulate pdf files.

PowerPoint

This is not a preferred format for printing because it is incompatible with offset printing (printing on press). PowerPoint files are fine if you are submitting material for a Web publication.

TIF

This format is fine if it is the native image format. The highest resolution possible for a TIF file should be used.

JPG and PICT

Both JPG and PICT are export formats and should be avoided, if possible, since images in the native formats are preferred.

GIF

GIF is not an acceptable format for printing. GIFs are strictly for onscreen presentation, primarily on the Web.